



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Zach Schroeder

Name of Individual Certifying this Document / Proposed Document

Corrections Unit Supervisor

Title

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Signature

04/17/20

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
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Redgranite Correctional Institution

INMATE HANDBOOK

Effective 05/15/20

Limited English Proficiency Policy Notice

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) persons in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to them. The DOC shall not retaliate against any LEP persons for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin deberá, dentro de las limitaciones de recursos disponibles, tomar pasos razonables para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o bajo su supervisión, acceso significativo a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ya sea por política o en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

If someone needs help understanding English, please notify the nearest staff person.

Si usted necesita ayuda con el idioma Inglés por favor notifique al miembro de personal más cercano.

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Emergency Procedures

Severe Weather/Fire/Natural Disaster

In the event of severe weather, fire or natural disaster, you will be directed to safe areas by staff. You are required to follow all staff directions to ensure an orderly and safe response. Instructions regarding fire and tornado procedures and evacuation routes are posted in all areas. Drills are conducted periodically to ensure preparedness.

Resources

The Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act of 2003 was enacted to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. The Wisconsin DOC and RGCI recognize the seriousness of prison rape and the impact this has on the victim in addition to the correctional environment, the community and society as a whole. The detection, prevention, and punishment of prison rape are a priority and an integral component of operating a safe and secure facility. The Wisconsin Department of Corrections does not tolerate any type of sexual misconduct.

If you have been sexually assaulted, or have knowledge of a sexual assault, it should be reported immediately. You may report any act of sexual assault or sexual harassment in writing or verbally. Verbal reports can be given to any staff member who will immediately pass it on to his/her supervisor. Written reports can be submitted to any staff member or be documented on a DOC-400 Offender Complaint form and placed in the complaint box on each unit. All reports will be taken seriously and fully investigated. PREA Reporting lines (#777) and (#888) have also been made available to make PREA related reports.

If you would like further information regarding Sexual Abuse/Assault Prevention and Intervention, please refer to the red booklets distributed by the Department of Corrections, Division of Adult Institutions.

Americans with Disabilities Act (ADA)

Redgranite Correctional Institution is committed to assuring compliance with the Americans with Disabilities Act (ADA). RGCI will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations and equal access to services as required affording equal opportunities to disabled individuals. Discrimination against any disabled individual is prohibited. The ADA Coordinators at RGCI are listed in the Rock Report which is posted in your unit. To request consideration for accommodation under the ADA, please forward your request to an ADA Coordinator on a DOC-2530 Reasonable Modification/Accommodation Request.

Suicide Prevention

When in prison, some people may start to feel hopeless or even have thoughts of suicide. If this happens, please remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If a person cannot think of solutions to a problem, it does not mean that other solutions do not exist. It simply means that he is currently unable to see other solutions by one's self. Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact staff so that we have an opportunity to help.

Similarly, if someone has reason to suspect that another person is thinking of harming himself, please contact staff so that we can offer our help. Warning signs could include giving away possessions, saving up medication, saying goodbye, making unexpected apologies, writing a will, sudden depression or withdrawal from others.

If someone needs to speak to someone in Psychological Services, they may send a DOC-3035B Psychological Services Request form to PSU. If the situation is urgent, contact any DOC staff member.

Chain of Command

Part of responsible living is resolving issues through appropriate staff contact. The RGCI Chain of Command, outlined below, identifies who you should go to first if you have a question or concern. This information is provided for your use as a problem-solving tool. You are encouraged to use this tool to resolve issues at the lowest level. If necessary, you can then move to the next level. Failure to contact the appropriate staff may delay a response as you may be redirected to contact the correct staff person. Please note that staff has 10 working days to respond to your correspondence.

The complaint system should be used when problem-solving efforts are not successful. Keep in mind that use of the chain of command in no way extends the time limits for filing a complaint; you must still file within 14 days from the date of occurrence giving rise to the complaint. If you have written someone listed in the chain of command before filing a complaint, state that in your complaint and/or submit any response you have received from a staff member regarding your issue.

This list is not all-inclusive. If you have an issue outside of what is listed, the best place to begin is by asking your unit officer or sergeant.

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
Accounts – orders, disbursements, check preparation, incoming monies, savings	Accounts/Business Office	Financial Program Supervisor
Accounts – compensation/pay	Work Area Supervisor	Payroll/Business Office
Attorney Calls	Records Office	Records Office Supervisor
Badger State Industries / Related Issues	Work Area Supervisor	BSI Supervisor
Canteen	Canteen Staff	Financial Program Supervisor
Clothing, State-issued	Laundry Sergeant	Security Supervisor liaison
Correspondence Courses	Scheduling Teacher	Education Director
Court hearings/issues/appearances	Records Supervisor	Corrections Programs Supervisor
Crisis Counseling	PSU Staff	PSU Supervisor
Dental (Related Issues – Co-pay)	Dental Staff	Health Services Unit Manager
Diets – Medical	Health Services Unit	Health Services Unit Manager
Diets – Religious	Chaplain	Corrections Program Supervisor
Digital Legal Material Review	Librarian	Security Director
Disability Accommodations or Concerns	ADA Coordinator	
Disbursements to Family Members	Social Worker	Unit Supervisor
Due Process Questions	Security Supervisor	Security Director
Education (including related problems)	Scheduling Teacher	Education Director
Emergency Contact Forms	Social Worker	Records Supervisor
Emergency Telephone Calls	Social Worker – business hours	Security Supervisor – after hours
Family Death/Funeral	Social Worker	Chaplain
Food Service Issues	Food Service Manager	Food Service Administrator
Haircuts	Recreation Leader	Corrections Program Supervisor
Housing Assignment	Unit Supervisor	Security Director
Housing Unit Issues	Unit Officer/Unit Sergeant	Unit Supervisor
ID Replacement	Unit Sergeant	Property Sergeant
Interstate Compact Request/Issues	Social Worker	Agent
Kiosk	Correctional Management Service Director	Building and Grounds Superintendent
L.A.I.P. (Legal Assistance to Institutionalized Persons)	Records Supervisor	Corrections Program Supervisor
Library and Law Library	Librarian	Education Director
Law Library – Restrictive Housing	Librarian	RH Supervisor
Legal Loans	Business Office	Financial Program Supervisor
LEP (Limited English Proficiency)	Assigned Social Worker	LEP Coordinator
Meals	Unit Officers/Sergeant	Food Service Manager
Mail and Property	Property/Mailroom Sergeant	Property Room Security Supervisor
Medical Issues (non-emergent)	Health Services Unit	Health Services Unit Manager
Medical Emergency	Unit Officer	Unit Sergeant
Notary Service – General Population	Librarian	Education Director
Notary Service – Restrictive Housing	Records Office	Records Office Supervisor
Open Records Requests	Records Office	Records Office Supervisor
Optical	Optical	Health Services Unit Manager
Parole	Social Worker	Parole Office (Madison)
Pastoral Visits	Program OOA	Chaplain

NATURE OF CONCERN	1 ST LEVEL	2 ND LEVEL
Photocopies	Library	Education Director
PREA (Prison Rape Elimination Act)	Any Staff member/reporting hotline	PREA Compliance Manager
Programs/Groups	Social Worker	Corrections Program Supervisor
RC Issues / Classification	Social Worker	Offender Classification Specialist
Power of Attorney – Financial	Librarian	Records Office Supervisor
Power of Attorney – Medical	HSU	Health Services Unit Manager
Property – Restrictive Housing	RH Property Officer	RH Supervisor
Psychological Services	Assigned PSU Clinician	Psychological Services Supervisor
Records Review – Clinical Services	PSU – OOA	Psychological Services Supervisor
Records Review - Education	Education Department – OOA	Education Director
Records Review – HSU	HSU – MPAA	Health Services Unit Manager
Records Review – Legal File/SS File	Records Office	Records Office Supervisor
Recreation, Hobby and Music	Recreation Leader	Corrections Program Supervisor
Recycling Program-electronics	Canteen Staff	Financial Program Supervisor
Release Preparation and Issues	Assigned Social Worker	Unit Supervisor
Religious Issues	Chaplain	Corrections Program Supervisor
Retail Orders (Vendor Catalog orders)	Property Sergeant	Property Security Supervisor
Security Staff – General Population	Unit Sergeant	Unit Supervisor
Security Staff – Restrictive Housing	Unit Sergeant	RH Supervisor
Sentencing Information	Records Office	Records Office Supervisor
Special Placement Needs	Unit Staff	Security Supervisor/Security Director
Special Visits	Social Worker	Unit Supervisor
Telephone Problems	Unit Supervisor	CMSD
Veterans Group	Program Services - OOA	Corrections Program Supervisor
Visiting Area	Visiting Room Sergeant	Visiting Security Supervisor
Visiting List	Social Worker	Records Office Supervisor
Vital Documents	Social Worker	Unit Supervisor
Work Assignments	Work Area Supervisor	Department Supervisor

Inmate Complaint Review System (ICRS)

Overview: The Department maintains an inmate complaint review system accessible to all inmates in institutions. Prior to filing a formal complaint, you must attempt to resolve the issue by following the designated process specific to the subject of the complaint. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so.

- Inmates who do not feel comfortable using English to file a complaint may file in their native language.
- Complaint submissions must provide relevant supporting documentation, which may be accepted at the discretion of the ICE.

- The ICE will acknowledge your complaint with an ICE Receipt, or return the complaint to you for correction or with further instructions, within 10 days of receiving your complaint submission.
- Each complaint may contain **only one clearly identified issue** and **contain sufficient information** for the department to investigate and decide the complaint.
- An inmate may not file more than **one complaint per calendar week** except for complaints regarding the inmate's health and personal safety or complaints made under PREA.
- A calendar week means Sunday through Saturday
- Challenges to a complaint or submission returned by the Corrections Complaint Examiner (CCE), a parole commission decision, a classification decision, records or actions not originated by the division, the declination or denial of a public record request, the content of health care records, actions of the legislature or court decisions or orders are not subject to review through the ICRS.
- A complaint or appeal will not be processed and a referral for disciplinary action may occur in accordance with Ch. DOC 303 if the complaint contains a foreign substance or obscene, profane, abusive, or threatening language unless such language is necessary to describe the factual basis of the complaint.

Procedure

- An inmate shall file a complaint within **14 days** after the occurrence giving rise to the complaint. At the discretion of the ICE, a late complaint may be accepted for good cause. An inmate shall request to file a late complaint in the written complaint and explicitly provide the reason for the late filing.
- An inmate shall submit a signed complaint by placing it in a receptacle designated for complaints or by submitting it to the ICE office through institution or USPS mail.
- Complaints must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the **inmate's original signature**.
- Complaint submissions may not exceed **500 words** total and not exceed two pages.
- Inmates must use a DOC-400 Inmate Complaint form. **All sections of the form must be completed.**
- Inmates must use a DOC-400B Inmate Complaint/Appeal (Continued) form if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **Inmates must print clearly; illegible forms will not be processed.**
- The ICE will collect and date stamp all complaints with the date collected. The ICE will return, reject or accept the complaint.

Returned complaint

- If a complaint is returned to you, follow the directions in the return letter.
- Failure to follow directions in the return letter may result in the complaint submission not being processed.

Rejected complaint

- The ICE will assign a file number and classification code and give written notice to the inmate within **10 days** of collection that the complaint has been received.
- The ICE will reject a complaint within **30 days** from the date of receipt.
- An inmate may appeal a rejected complaint within **10 days** to the appropriate reviewing authority who shall only review the basis for the rejection of the complaint.
- The reviewing authority shall make a decision within **15 days** following receipt of the recommendation or appeal of rejection.
- The reviewing authority's decision is final.

Accepted complaint

- The ICE will assign a file number and classification code and give written notice to the inmate within 10 days of collection that the complaint has been received.
- The ICE will send a recommendation to the appropriate reviewing authority within **30 days** from the date of receipt.
- The ICE may recommend to the reviewing authority that the complaint be affirmed or dismissed, in whole or in part.
- The reviewing authority shall make a decision within **15 days** following receipt of the recommendation.
- The reviewing authority shall affirm or dismiss the complaint in whole or in part or return the complaint to the ICE for further investigation.
- If the inmate does not receive a decision within **45 days** after the date of acknowledgement by the ICE, the inmate may appeal to the CCE.

Appeal

- An inmate may appeal the reviewing authority's decision to the CCE within **14 days** after the date of the complaint decision. Upon good cause as determined by the CCE, an appeal filed later than 14 days after the date of the reviewing authority decision may be accepted. 310.12(6)
- Appeals must be typed or written legibly and be filed only under the name by which the inmate was committed to the department or the legal name granted by a court, and include the **inmate's original signature**.
- Appeal submissions may not exceed **500 words** total and not exceed two pages.

- Inmates must use a DOC-405 Inmate Appeal form. **All sections of the form must be completed.**
- Inmates must use a DOC-400B Inmate Complaint/Appeal (Continued) if additional space is needed. Inmates may not use a highlighter or marker on the forms, staple or tape the form. The form may be returned if incomplete or if instructions on the form are not followed. **Inmates must print clearly; illegible forms will not be processed.**
- Inmates must provide relevant supporting documentation which may be accepted at the discretion of the CCE and be limited to the issue raised in the original complaint.

Rejected appeal

- The CCE may recommend rejection of an appeal not filed in accordance with s. DOC 310.09.
- The CCE shall send the recommendation to the secretary within **45 days** of receipt of the appeal.
- The CCE recommendation will be reviewed by the secretary, who shall affirm or dismiss (in whole or in part) or return the appeal to the CCE for further investigation.
- The secretary shall make a decision within **45 days** following receipt of the CCE's recommendation.
- **The secretary's decision is final.**

Accepted appeal

- The CCE shall recommend that the reviewing authority decision be affirmed or dismissed, in whole or in part.
- The CCE shall send the recommendation to the secretary within **45 days** of receipt of the appeal. (The CCE may extend the time for submitting a recommendation with notice provided to the inmate.)
- The secretary shall make a decision within **45 days** following receipt of the CCE's recommendation.
- The secretary may extend the time for making a decision for good cause with notice provided to the inmate.
- The secretary shall affirm or dismiss the CCE's recommendation, in whole or in part, or return the appeal to the CCE for further investigation.
- If the inmate does not receive the secretary's written decision within **90 days** of the date of receipt of the appeal in the CCE's office, the inmate shall consider the administrative remedies to be exhausted, unless the time has been extended. **The secretary's decision is final.**

PREA complaints

- An inmate may file a complaint alleging sexual abuse using the procedures under this chapter.
- An inmate may file a complaint regarding sexual abuse or sexual harassment at any time. If a portion of the complaint alleges an issue that does not relate to sexual abuse or sexual harassment, the time limits apply.
- An inmate is not required to attempt to resolve the issue with the staff member who is the subject of the complaint or to file a complaint regarding sexual abuse or sexual harassment with the staff member who is the subject of the complaint.
- Complaints filed under this section will be referred for a PREA investigation.
- Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist an inmate in filing a request for administrative remedies relating to allegations of sexual abuse or sexual harassment and shall also be permitted to file such requests on behalf of inmates.
- Emergency grievance procedures for complaints alleging a substantial risk of imminent sexual abuse or sexual harassment are: (a) The inmate may contact any staff member who is not the subject of the allegation for immediate corrective action. (b) The inmate may file a complaint. Complaints collected under s. DOC 310.08 shall be immediately forwarded to the warden. (c) Reports of substantial risk of imminent sexual abuse or sexual harassment outside of the complaint process under this chapter shall be immediately forwarded to the warden.
- The warden may discipline an inmate for filing a complaint related to alleged sexual abuse or sexual harassment only if the warden demonstrates that the inmate filed the complaint in bad faith.
- Time frames are waived for PREA related complaints, this does not apply to PREA related complaint appeals.

Daily Life

Basic Institution Schedule

TIME	ACTIVITY
12:45 a.m.	Formal Non-standing Count
3:30 a.m.	Formal Non-standing Count
6:10 a.m.	Formal Standing Count
6:25 a.m.	Breakfast meal begins
7:30 a.m.	dayrooms/courtyards open morning recreation/library periods begin
7:55 a.m.	school periods begin
8:00 a.m.	weekend/holiday visiting hours begin
10:45 a.m.	morning school periods end
11:00 a.m.	morning recreation/library periods end dayrooms/courtyards close
11:10 a.m.	Formal Standing Count
11:25 a.m.	lunch meal begins
12:30 p.m.	afternoon recreation/library periods begin dayrooms/courtyards open
12:55 p.m.	afternoon school periods begin
1:45 p.m.	dayrooms/courtyards close
2:10 p.m.	dayrooms/courtyards open
2:15 p.m.	weekday visiting hours begin
3:45 p.m.	afternoon school periods end
4:00 p.m.	afternoon recreation/library periods end dayrooms/courtyards close weekend/holiday visiting hours end
4:10 p.m.	Formal Standing Count
4:25 p.m.	supper meal begins
5:30 p.m.	evening recreation/library periods begin dayrooms/courtyards open
8:30 p.m.	weekday visiting hours end
9:20 p.m.	evening recreation/library periods end dayrooms and courtyards close
9:30 p.m.	Formal Standing Count
10:10 p.m.	dayrooms open
11:30 p.m.	dayrooms close

Movement

Authorized Movement: Movement in the institution is authorized by a printed schedule of activities, the public address (PA) system, staff escorts or as directed by staff. You must remain in your housing unit or the attached outside courtyard unless approved to go elsewhere. You may not attend any unscheduled activity without direct authorization from staff.

Limited Visibility: Movement during periods of limited visibility (fog, severe weather, and heavy snowfall) will require direct staff escort.

Signing In/Out: Each time you leave your assigned housing unit you must sign out on the DOC-2758 Unit Movement Log sheet. When signing out use the next available line and print accurate and legible information about your identity, destination and time of departure. The unit/area clock should be used to indicate times.

Departments may require you to sign in and out upon arrival.

It is required to sign in immediately upon returning to the housing unit. You may not go to your cell first.

You may only sign in/out for yourself.

For any scheduled activity that requires sign-up sheets (leisure time activities), you must sign up prior to the start of the activity. DOC-2758 Unit Movement Log will be utilized for scheduled activity as well.

Additional Rules: You are required to walk directly to the area for which you are signed out. No loitering or stopping to visit is permitted. This includes visiting with others on another courtyard. You are to stay off the grass except on the recreation field and must walk on the right-most side of the walk way/hallway in the directions you are headed; no more than two side by side.

Physical contact when greeting each other is prohibited except for a brief physical contact at arm's length such as a handshake or similar expression. No hugging, shoulder bumps, etc. is allowed.

You may not be within 20 feet of the inner perimeter fence and are not allowed to touch or lean on fences, to include courtyard fences, around the institution.

Running is not permitted, except on the recreation field or in the gym.

Five minutes is permitted to move to/from the housing unit and another area of the institution.

Counts

Formal Standing Counts: There are four formal standing counts each day at RGCI: 6:10 a.m., 11:10 a.m., 4:10 p.m., and 9:30 p.m. Housing unit dayrooms will close ten minutes prior to each standing count and phones will be disabled. An announcement will be made over the PA announcing five minutes before the count starts. Beginning with the closure of dayrooms, use of the bathroom or any other area on the unit is not permitted, unless approved by staff, until the count is cleared. When the count is announced, you will remain in your cell, door closed standing next to your bunks with the cell light on, arms at their sides, and directly facing the door within plain sight of the staff conducting count. You will be dressed in a shirt and either pants, sweat pants, or shorts. Headphones will not be worn while count is in progress. No movement or talking is allowed and all electronics must be turned off. Movement or talking outside of the cell is not permitted until the institution count is cleared. This will be announced over the PA.

Formal Non-Standing Counts: Non-standing formal counts are held at 12:45 a.m. and 3:30 a.m. You are required to remain in the area in which you were when the count was initiated until the count is cleared.

Emergency Counts: Emergency counts may be called at times other than those scheduled above. It is imperative you follow the directions of staff promptly at this time to ensure minimal disruption to institution activities.

Housing Unit Information

Unit Placement

Those who have completed orientation will be transferred from H North as soon as bed space allows to the unit most appropriate to their assigned needs. Requests for housing on specific units will not be honored. If you have concerns about the need for separation from another individual, please submit a DOC-1803 Request for Separation form to unit staff. You should contact unit staff immediately if the concern is urgent.

Cell Assignments

Moving Between Cells/Units: You shall move your personal and state-issued property to your new cell. Items that must remain in the vacated cell include: the mattress (unless medically assigned) and wastebasket. You must clean the cell before moving. Cell and locker keys must be turned into the unit Sergeant. Prior to moving into a new cell, you will be issued a DOC-1455 Cell Inspection Card upon which any problems or damage should be documented. Staff will ensure that any reported damage to the cell is documented and repaired. Failure to report pre-existing damage shifts the responsibility for the damage to the present occupant.

Double-Celling: All cells at RGCI are compatible for double-celling. All persons in our care are double-celled unless significant, verified, and documented medical issues preclude double-celling.

Cell Searches

Cells will be both searched and inspected on a regular basis. Inspections will occur daily for proper sanitation and cleanliness. You are required to comply with all search procedures as directed. If you are in your cell when a search or inspection takes place, you will be asked to leave your cell and sit quietly in the dayroom. There is no administrative requirement that you directly observe this process.

Meals

Meal times are estimated as follows:

- Breakfast: 6:25 a.m. – 7:00 a.m.
- Lunch: 11:25 a.m. – 12:00 p.m.
- Supper: 4:25 p.m. – 5:00 p.m.

Those who have to eat in-cell or have approved special needs restrictions will be allowed to eat/be served first with staff permission.

Servery Access: Only assigned servery workers are allowed in the servery.

Menus & Portions: Meals and portions are determined by the Department of Corrections' nutritionists. You are expected to take the food that is served to you. No conversations should take place with the servery workers except to request bread. Those who have a complaint regarding their meal or portion should discuss this matter with unit staff immediately.

Two glasses of milk are allowed at breakfast. One glass of drink mix will be allowed at lunch. The choice of one glass of milk or one glass of drink mix will be allowed at supper. When bread is on the menu, two pieces will be provided upon request.

You may not get a tray for the sole purpose of giving it away.

Call to Meals: You may eat only when your side/tier is called to report for meals unless otherwise authorized by staff. If the next side/tier is called prior to reporting for meals, you will be considered "late." If this occurs, you will need to check in with the unit sergeant prior to joining the meal line. A written warning or conduct report may be issued as appropriate; however you will not be denied a meal as long as meals are still being served. Staff will announce a "last call," after which you may no longer join the meal line.

Meal Line: While in the meal line you are expected to stand in a single-file line, no changing places with others and no cutting in line.

Meal Rules:

- Reserving of tables or chairs is not permitted. Once seated at a table, you may not move to another table.
- Trading of food in the food line or between tables is not permitted. If you have been issued special medical diet trays you are not allowed to give or receive any food items. Others may trade food items only with those seated at the same table.
- Conversations during the meal are to be kept to a low level.
- You are permitted up to 20 minutes to eat. Loitering is prohibited.
- Please take all trash, food, and dishes to the tray-cart area when you have finished eating. Milk, drink mix and water will be dumped in the bucket prior to putting the glass upside down in the rack. Silverware will be put in the tub. All food, condiments, and paper products will be disposed of in the garbage can prior to the tray being placed in the cart.

Off-Unit During Meals: Those who will not be on the housing unit during meal times due to authorized institution activities may request that a meal be saved. It is your responsibility to request from the housing unit Sergeant that the meal is saved before leaving the housing unit. The saved meal must be eaten immediately upon your return to the unit.

State-Issued Food & Condiments: All food and state-issued condiments must be eaten in the designated dining area and may not be taken to your cell unless you are on a restriction requiring meals to be eaten in cell. Those required to eat in cell must properly dispose of all food that is not immediately consumed. This includes state-issued condiments.

Personal Food & Containers: You may bring the following personal condiments listed below to the meal. No personal cups or containers will be used or taken into the dining area during meal times. You are required to carry these items and keep them in full view of the officers. You are allowed to share these items with, and only with, those sitting at the same table where you are seated:

- 1 bottle or container of a sauce (i.e. hot sauce, BBQ sauce, salsa)
- 1 container of a seasoning (i.e. salt, Mrs. Dash, garlic powder, red pepper)
- 2 packets or one container of a sweetener (breakfast only)
- 1 packet or one container of a cold drink mix
- 1 packet or container of a bread or cracker spread (examples being mayo, honey, jelly/preserves, peanut butter, cheese squeezes or spreads)

Bathrooms & Showers

Access: You are limited to use of the bathroom and shower area on the side and tier of the unit in which you are housed. If the bathroom and shower area is closed for cleaning or maintenance/repairs, staff may authorize use of the bathroom and shower area on the other side as necessary.

The handicap showers may only be used by individuals as designated by unit supervisor and/or HSU.

Availability: Use of bathroom during non-dayroom hours will be limited to toilet use and subsequent hand washing. With the exception of 5:00-6:00 a.m., in which you may use the bathroom for oral hygiene (brushing and flossing of teeth) to allow adequate time to prepare for work or school assignments.

Staff have the discretion to authorize use of bathrooms at other times as appropriate based on an individual's assignment or other activities. See DAI Policy 309.24.01 Personal Hygiene and Hairdressing for further information.

Rules

- Loitering and visiting in the bathroom and shower area is prohibited.
- Please clean up after yourselves after use of the bathroom facilities.
- Washing clothing in the bathroom and/or shower area is prohibited.
- You may use only one showerhead.
- Showers will be limited to a maximum of 15 minutes.
- Haircuts are not allowed in the bathroom.

Religious Cleansing: Those participating in religious cleansing, such as feet washing, may do so in the sink farthest from the bathroom door. It is expected when utilizing sinks for this activity you ensure the area is appropriately cleaned up after in order to maintain the area in a safe condition.

Dishwashing: When washing dishes you must use the sink closest to the bathroom door.

Phone Calls

Hours: Phone calls are allowed during dayroom hours only. All phones will be turned off five minutes prior to the end of dayroom hours.

Length of Call: Those in general population are permitted to make phone calls during dayroom hours, limited to 20 minutes with a 15-minute waiting period between each call.

Positioning: Please face the phone/phone bank that you are using.

Chairs: Chairs from the dayroom are not to be used when making telephone calls.

Personal Identification Number (PIN): You are required to use your assigned DOC number and your personalized PIN to access the telephone system. Use of anyone else's information is prohibited.

Prohibited Calls: You must directly dial the party in which you intend to converse with. Three-way calls will not be permitted and two or more may not talk on the same call. You may not place a call and then hand the phone to someone else to speak on the same call.

Access: Staff may restrict use of specific phones or phone banks. Only those housed on the upper tier may use the upper tier phone banks.

Monitoring and Recording of Phone Calls: All personal telephone calls will be monitored. Please refer to DAI 309.39.01 Monitoring and Recording of Phone Calls for additional information.

Dayroom

Access: You are limited to use of the dayroom on the wing of the unit in which you are housed. Dayroom activities are generally available during the times listed. However, dayrooms do not open until it is announced by unit staff. It is expected that you are in your room by the time dayroom is closed.

Stairway Movement: All unit movement will occur on the rear stairway, with the exception of those housed in the center area cells (before the smoke wall) who are required to use the front stairway (closest to the sergeants' station). In the event of an emergency, both stairways may be used.

Dayroom-Specific Rules

- The area between the sergeant station and the glass smoke walls is not considered part of the dayroom. Loitering in this area is prohibited.
- You are only allowed on the upper tier if you have an assigned cell on that tier, except for those assigned to work in this area.
- You may not go to someone else's door unless you receives permission from staff.
- Visiting is permitted in the dayroom and courtyards only.
- Tossing items up/down, across dayrooms and tiers is not permitted.
- Loud talking, loud noises, yelling, clapping, slapping, slamming games or cards/dominos, singing and profane language are prohibited in all areas.
- Tables, chairs, and study carrels may not be moved without staff permission.
- You may not put your feet on any furniture. Chairs are to remain on all four legs at all times. Do not sit on stacked chairs; one chair per person.
- Loitering on the tiers or stairways is not permitted.
- Loitering at another's cell door is not permitted.
- Sleeping, eating, and food is not permitted in the dayrooms.
- You may not conduct grooming/hygiene activities such as using plackers/flossers/toothpicks, hair picks, or braiding hair in the dayrooms.
- You must remain seated at all times in the dayrooms.
- No more than four (4) individuals are permitted to sit at each table.

- Unit workers should not be bothered by others while performing their duties.

Side rooms: Dining rooms and group rooms may be used for school classes or other programs. Personal cups are not allowed in group rooms or staff offices. Water may be allowed in these areas when special conditions are announced by staff. You are prohibited from disrupting these activities from outside the room in any fashion. Loud talking, standing outside the room, waving or knocking on the window is prohibited. You are to remain out of the unit laundry room, dining rooms and group rooms unless approved by staff.

Closing of Dayrooms: Upon notification from staff, with the approval of the unit supervisor or security supervisor, dayrooms may be closed as needed necessary to facilitate institution or unit operations. You must clear the dayroom in a quiet and orderly manner upon direction from staff, going directly to your assigned cell. You are expected to remain in your cell until notification is given that the dayrooms are open.

Dayroom activities include, puzzles, games, cards, courtyard use (note that courtyard closes at 9:20 p.m.), telephone use, out of cell visiting, ice machine use, microwave use (see separate rules), laundry room use, and showers. You may not remain in these areas during non-dayroom hours unless specifically authorized by staff.

Dayroom Activities

Board Games: You are permitted to check out the unit games from the games keeper during dayroom hours. All games must be returned by the end of the dayroom period.

Games are provided for use in the dayrooms and courtyards only. No state-issued games are allowed to be taken into your cells. You are responsible for returning the games in the condition in which they were issued. All pieces of a game must be returned with the game; any pieces that are discovered in your cells will be considered contraband.

No slapping/slamming down game pieces and cards is permitted. Game mats are to be used during domino games and will be provided by the games keeper. Use of table games after 9:30 p.m. count is prohibited.

Puzzles are provided for use in the dayrooms and cells. Quiet use of puzzles in the dayroom may be allowed after 10:10 p.m. opening of dayrooms at the discretion of the unit sergeant.

Dayroom Television: Televisions sets are provided for use in each dayroom. The volume on the televisions will be set by staff, only loud enough for those in the immediate seating area to hear. Programs will be selected based upon what the preference of the majority of the viewers who do not have a personal television desire. If a group is watching a program, they will be allowed to finish watching it until the program has ended. Television controls may be used only as authorized by staff. You are required to sit within designated television area. Please keep conversations in this area to a minimum and at a low noise level as to not disturb the viewers.

Study Carrels: There are study carrels on each wing of each unit, available for those who want to quietly do school or written work. One person is permitted per carrel unless otherwise approved by staff. You may also use this area to work on hobby projects. Only quiet, individual hobby items are allowed; no musical instruments.

Microwave Usage: Dayroom microwaves may be used during dayroom hours from 7:30 a.m. until 9:20 p.m.

Microwaves are available on a first come, first serve basis. Items must be heated up and taken back to your cell immediately for consumption.

Microwaves shall only be used for the heating or re-heating of food or drinks. No baking or candy making allowed. Only microwave safe containers sold through canteen or approved vendors shall be used in the microwave. No rags or any kind of paper should be placed in the microwaves while they are in operation.

Please clean the microwave, if needed, immediately after use.

Any damage or problems with the microwave should be reported to staff.

Those who are serving loss of dayroom or cell confinement are not permitted to access the microwaves without staff permission.

Water Dispensers: Water dispensers are available in the housing unit, except when dayroom is closed, during meals, counts, and emergencies.

Ice Dispensers: Ice machines are provided on each wing of each unit, for use during dayroom hours only. Pitchers/containers larger than 12 ounces may not be used to hold the ice.

Those serving loss of dayroom or cell confinement are not permitted to access the ice machine without staff permission. During periods of high heat indexes (determined and announced by staff), those in these statuses will be permitted to access with staff permission.

Music Room Hours

Second Shift	Session 1	Session 2
Daily	6:00 pm - 7:15 pm	7:30 pm - 8:45 pm

Rules

- Four people allowed per wing
- Must attend the dining room where you live only
- Must be signed up before your allotted session

- Sign in and out at the Sgt. Station on a DOC-2758
- May only sign up for yourself
- First four to sign up will be the only ones allowed during the entire session
- Must have an instrument to use the room
- No food or drink allowed
- The music room may be closed per institution needs.
- On G-unit, priority for music room use will be given to G-unit and then RHGP.
- RHGP will be allowed the use of the G-West dining hall only.
- May sign up for one session per night, if there are available slots during the second session you may attend

Courtyard

Availability: Each housing unit has a courtyard generally available for use during dayroom periods. These areas close at 9:20 p.m.

Courtyard-Specific Rules

- Dayroom rules apply to the courtyard, unless otherwise specified.
- Hair braiding is allowed with staff permission.
- Loitering in the corridor or doorway leading to the courtyard is not permitted.
- You are not permitted to communicate with anyone outside of your courtyard.
- May utilize musical instruments in the courtyard

Equipment: Basketballs and other recreation equipment are available for use in the courtyard from unit staff. Three-on-three basketball only; no aggressive play will be tolerated.

Picnic Tables: Picnic tables are provided for courtyard use. A maximum of six (6) people are permitted at each table. Tables are to be used in the manner in which they were intended and not moved. No sitting or lying on picnic tabletops is permitted. You may not gather or stand around picnic tables.

Animals: To protect the health and safety of all; animals will not be kept, handled or fed for any reason.

Closing of Courtyards: Courtyards will be closed in the event of inclement weather, unsafe conditions, fog alerts or emergencies as determined by the unit supervisor or security supervisor.

The institution will not be responsible for damage to any personal items taken into the courtyard.

Bulletin Boards

Information: Each housing unit has bulletin boards upon which Department of Corrections, RGCI, and unit information will be posted, including the Rock Report. You are expected to review this board daily, and will be responsible for knowing the information provided on it. If unable to read the posted information please ask unit staff for assistance. You are not permitted to post, remove or write on any material on this board without unit staff approval.

Supplies

Items issued: State-issued supplies will be exchanged on a one-for-one basis at the wing officer station. Exceptions may be made at the discretion of staff on a case-by-case basis. No excess state-issued supplies may be in your possession at any given time.

Forms

Where to get them: All forms referred to in this handbook will be available on each housing unit. If these forms are not available in the form caddy, they must be requested from unit staff. State forms shall not be utilized for score keeping or scrap paper.

Laundry

Mesh Bags: Bags are tagged with your name and DOC number and handed out upon arrival to the institution.

Laundry Cards: Laundry cards which are good for five loads of laundry will be sold through canteen.

Each card will be issued with your name and number labeled on it.

You will not be reimbursed for any unused cycles of laundry upon transfer or release from the institution.

You may only use your own laundry card to wash your own laundry.

Personal Laundry Schedule: Laundry schedules will be posted on each unit.

Allowable Laundering: You may wash your own personal clothing and state-issued clothing items with the exception of kitchen whites. Kitchen whites must be sent to the main laundry for laundering. You may not wash state-issued linens, towels, etc.

You must use detergent purchased from canteen only. No hand soap, bar soap, dish soap or other non-detergent product may be used in the washing machines. Washing clothes in any sink, shower, garbage can, etc., is not allowed.

Laundry Preference Worksheet: You may complete the Laundry Preference Worksheet if you have a preference regarding the temperature or cycle to have the clothes laundered in and whether or not to launder the clothes in the mesh bag.

If no worksheet is completed, or if the form is illegible, the clothing will be washed in the regular cycle in cold water, dried in the regular cycle and laundered in the bag.

Laundry Drop off/Pick up: Times for laundry will be posted on each unit. Staff will be present during these times.

Please bring your laundry card and one box or scoop of detergent when you drop off your mesh bag (along with the Laundry Preference Worksheet, if desired). If you bring a scoop of detergent, it will be placed in a container and labeled with your name and cell number.

Staff will stamp the card when you drop off your mesh bags – one stamp for each load. When the card is full, staff will destroy it.

The personal laundry workers will distribute the laundry.

Laundry Room Security: Only the laundry worker who is on duty will be allowed in the laundry room while under staff escort. The laundry room door is to be locked at all times when not in use.

Laundry Complaints: Complaints about laundry are to be directed to staff, not laundry workers. The institution and/or laundry workers are not responsible for shrinkage, discoloration or other problems unless it appears the damage was intentional.

Clothing & Linens

State-issued laundry will be turned in on the unit in the AM Monday through Friday and returned to the unit in the PM.

Laundry will be washed and dried in the state-issued laundry bag. Max limit in the laundry bag will be 1 green pants, 1 green top, 2 t-shirts, 2 briefs, 2 pair of sock, 1 towel and 1 washcloth per day. The laundry bag must be tied shut and any bags that contain more than the above listed daily limits will be returned to you unwashed and may result in disciplinary actions.

No linens, blankets or personal laundry should be turned in to the laundry department in your state-issued laundry bags. Personal laundry will be washed on the units only.

Linens: (two sheets and 1 pillowcase) will be done on linen exchange day per unit. Exchange will take place once per week according to the schedule below. Sheet, blankets and towels may not be used as rugs.

- Tuesday E-Unit
- Wednesday F-Unit
- Thursday G-Unit/I-Unit
- Friday H-Unit

Blankets: Exchange will take place once every 3 months according to the schedule below:

- E-Unit: 1st Tuesday of March, June, September and December
- F-Unit: 1st Tuesday of January, April, July and October
- G-Unit/I-Unit: 1st Tuesday of February, May, August and November
- H-Unit: 3rd Tuesday of January, April, July and October

Repairs/retags: Repairs or retags will be done by appointment only.

To request a repair or retag fill out a clothing repair tag and turn it in to the unit mailbox and an appointment will be made for you. Clothing must be clean when it is brought up for the repairs. Socks will also be done in this manner.

Clothing will be inspected to determine if it is normal wear and tear or if it is intentional/excessive damage. Normal wear and tear will be repaired or replaced and intentional/excessive damage will be subject to restitution and or disciplinary action.

Personal clothing items will not be repaired nor tagged here at RGCI.

Lost/stolen items: Must be verified by area staff immediately or you will be subject to restitution and or disciplinary action.

Please refer to the unit bulletin board for specific information on clothing exchange and schedule. In addition, please refer to DAI 309.20.03 Personal Property and Clothing. This policy specifies limits of state-issued items that may be in your possession at any given time. Items above this limit will be considered contraband.

Cell Rules

Rules: Only those assigned to a cell may enter it. Breaking the plane of the door with any part of the body constitutes entry and may result in disciplinary action.

You are responsible for any damage and/or contraband present in your assigned cells. It is required that you inspect your cell as soon as you move in and report damage or contraband present immediately to the unit staff.

All furniture is to be used as intended. The furniture in each cell may not be moved or rearranged. No “furniture” items may be built using “makeshift” items, i.e., boxes, etc.

You may tape pictures on the painted square on the wall above the desk (no newspaper, magazine cutouts or completed puzzles are permitted). Placement of pictures may not exceed the painted boundary. Only regular scotch tape may be used and only the top part of the picture may be taped so staff can inspect behind the picture.

Windows must be kept completely free of any obstructions at all times. Items are prohibited on the windowsill.

Items are prohibited in front of the cell doors, and door windows may not be covered, even partially, at any time.

No items may be hung on or cover light fixtures, sprinkler head, smoke detector, door, or vents.

The gap between the door and the floor is not to be obstructed.

Objects that obstruct the view of the cell or bunk are not allowed.

Cell doors will remain closed and locked at all times except to enter or leave the cell. Doors may not be propped open unless authorized by staff. You may be charged for damage to door handles, jams or locks if caused by misuse.

Use of Personal Electronics:

Headphones/ear buds must be used whenever electronic equipment is being used (i.e., televisions, radio). Sound from electronics in cells may not be heard outside the cell.

You may possess one flat screen television box. This box must be stored underneath the bed.

Dipole antennas may be taped to the wall provided they do not create a safety or security hazard.

Security seals must be present on all electronics.

All electronic items (except tablets) must be turned off when you are not using them or when you are outside their cells.

Electric typewriters may not be used after 9:30 p.m. count until dayroom resumes the next day.

Tablets:

- Tablets are not allowed off unit.
- Tablets are permitted in cell, dayroom, and courtyard only.
- Only earbuds may be used outside of the cell.
- As with other electronic items, please keep it at a volume so as to be able to hear staff directions and all-call announcements.
- Tablets are not allowed to be used while in a paid work status.
- Tablets may only be used outside of cell during dayroom hours.

Storage of Personal Property: A key will be issued upon admittance to RGCI, and must remain in your possession until release/transfer from RGCI, or movement to different cell/unit. The purpose of the key is to secure the locking cabinet in each wardrobe. Unit staff will regularly check cells to ensure all personal storage cabinets are locked.

You are responsible for securing your non-controlled medication and all items of value.

RGCI is not responsible for lost, damaged, or stolen property if not secured in the locked storage cabinet that has been provided.

Cell Keys: You will be issued a key to your cell, which you are responsible for maintaining possession of at all times.

If the cell key is lost or broken, unit staff must be notified. A \$5.00 fee will be charged to replace the key. If a cell key cracks or breaks accidentally, please notify unit staff immediately to avoid being charged for the replacement. (NOTE: Keys will not generally crack or break unless the door is not operating properly. You are expected to notify staff if/when the lock is not functioning correctly.)

When you vacate your cell or go off grounds, your key must be given to the unit sergeant.

Name Cards: Name cards will be issued to be placed in the door slot to identify your cell. Name cards must remain in their door slots at all times. Name cards may be moved only if you are moving to a different cell/housing unit.

Only the name under which you are committed may be used on the name card. Defacing, marking or changing any name card is prohibited.

Staff must be notified if a new door card is needed.

Cell Sanitation: All cells should be kept clean. The following are tasks that will be expected to keep cells to a minimum standard of cleanliness:

- The floor is dust mopped.
- Wastebaskets are emptied and garbage is removed as needed.
- Mirror and window glass accessible is clean.
- Wardrobes are organized with all clothing hung up or folded neatly.
- Cells must be neat and orderly before leaving.
- Beds must be properly made before leaving the cell for the day or going to the dayroom.
- Surfaces, such as the desktop, bed frame, and any ledge area or furniture, are kept dust-free.

Cell cleaning may be done during times posted on the unit. You must use the janitor's closet that is located on your tier and wing.

Unit staff may complete cell inspections at any time. Failure to meet the standards set above will be addressed with those living in the cell.

Recycling: It is required to follow posted rules on recycling. You shall not remove any items from recycle bins. The following materials are recyclable and must be disposed of in the appropriate container:

- newspapers/paper
- cardboard
- plastic

Business Office

Function: Business Office staff conducts all financial transactions at RGCI, including the maintenance of accounts, savings accounts, issuance of monthly statements, approval of indigent legal loans, and all withdrawals and transfers from accounts. You may check your statements on the kiosk.

Disbursements: The DOC-184 Disbursement Request must be used in all money transactions for any account transaction within or outside the institution, including requests to send money to private individuals. The approval process for different types and amounts of disbursement requests is described in the accounts policies. However, all DOC-184s must be submitted to unit staff for verification of identification. Disbursement Requests that have not been verified by unit staff signature and completely filled out will be returned to the unit for processing.

Once the Business Office has processed the DOC-184, the yellow copy will be returned to you. You should retain the yellow copy of the submitted Disbursement Request as a record of your

request. Please refer to the Accounts Procedure 900.305.02 for more information on these issues.

Canteen

Spending Limit: You are allowed to submit weekly canteen orders; refer to canteen menu for weekly spending limit. You are responsible for monitoring your own account balances and the total amount of canteen purchased each month.

Possession Limits: The limit number indicated at the top of each section in the canteen menu is the maximum quantity you are allowed to have in your possession at one time unless otherwise noted in the menu. Food items must be consumed within 6 weeks from the date of purchase. Canteen items count toward your total volume of allowable property.

Receipts: You must be able to provide documentation of ownership for all items in your possession. A canteen receipt must be retained for all items not documented by a DOC-237 Property Receipt.

Delivery: Canteen delivery will take place according to the schedule posted on each housing unit. When canteen orders arrive on the unit, you will be permitted to view your order and raise any issue in the presence of staff. You are required to sign for your orders at the time you take possession of the order. Once the bag has been removed from the presence of staff, errors cannot be verified; no corrections will be made.

Reuse of Bags: Bags in which canteen items are received may be used as garbage can liners. They are not to be reused for any other purpose.

Court Appearances

Attire: Those who are leaving RGCI to attend a court appearance must wear state-issued clothing, including DOC shoes, socks, underwear, pants, shirts, and jacket. No personal clothing may be worn.

Allowable Property: Items listed below may generally be taken when sent out to court, subject to the rules of the county detention center where the court is located. You are not allowed to bring any personal property items back from court except those items you took with you.

- One comb
- One small hair pick
- One wedding ring
- One pair of glasses

- If the trip is of a legal nature, legal materials are authorized.
- Up to \$10 will be allowed for court appearances that involve one or more nights away from RGCI. You must make arrangements with the Business Office via disbursement request as soon as the date of the off grounds is known. More than \$10 will be allowed for out-of-state trips.

Disciplinary Dispositions

Administrative Code DOC 303: The DOC Administrative Code 303 outlines the Division of Adult Institution's rules for all correctional facilities, as well as penalties and procedures to address the violation of these rules. This book is issued at Dodge Correctional Institution when you enter the system. This information is also available in the RGCI Law Library. Copies of sections or pages may be purchased from the Law Library upon request. Spanish copies of this book are available upon intake for those whose language barriers prevent them from accessing this information in English.

Dress Code & Grooming

Dress Code

Photo ID: Must be worn around the neck using only a DOC approved lanyard and ID holder. It must be outside the outermost garment and with the photo facing to the front. ID should not be altered in anyway. Refer to 306.00.06 Digital Photo Identification System for further information.

Attire: Green state-issued pants, shirts, and shoes with socks are required in all off unit areas, with the exception of recreation. Listed below is the minimum attire that is required in each area. Temporary allowances may be announced for high heat conditions.

All clothing and footwear must be worn in the manner in which it was intended to be worn and must fit properly.

While working you must be dressed in state-issued clothing. Damage to personal clothing worn in work status will not be reimbursed.

Shirts: Shirts may be worn tucked or untucked on the unit. All Shirts must be tucked in when outside the housing units, except in the following locations:

- Courtyard
- While at outdoor recreation or gymnasium
- While at work assignments as approved by work supervisor

Sleeveless Shirts: Sleeveless shirts may be worn while at outdoor recreation/courtyard and while going to and from outdoor recreation/courtyard. However; sleeveless shirts are not permitted at indoor recreation or while weight lifting (indoor and outdoor). They will be allowed as an undergarment only in all other sites.

Shoes & Socks: Shoes with socks must be worn at all times when outside of your cell, except going to and from bathroom, at which time a minimum of shower shoes or slippers are allowed.

Personal footwear may not be worn to the visiting room.

Hats: Hats must be worn with the bill straight over the forehead. They may be worn outside only, unless approved by the work supervisor or authorized as part of one's religion. (See policy DAI Policy 309.61.01 Religious Beliefs and Practices)

Hairnets: Hairnets may be worn only in assigned cell and at work site if required.

Du-rag: May be worn in cell only.

Plastic Caps: May be worn only in cell and bathroom and in route to/from those areas.

Curlers, Picks, Hairpins: These items may be worn only in assigned housing units and their adjacent courtyard. Picks and hairpins may not be worn as adornments or hair accessories and are to be worn only as needed to fasten hair curlers in the hair.

Handkerchiefs: Must be tucked all the way into a pocket, with no parts showing. They are not to be worn or displayed as an outer garment.

Kitchen Whites: Must be worn only to/from and at work per sanitation code.

Thermal Underwear - Tops & Bottoms: May be worn underneath pants (not shorts) and shirts or t-shirts, but may not be worn as an outer garment.

Sweatshirts & sweatpants: May be worn as inner or outer layer. May not be worn as an outer layer off unit unless going to the weight room, outside recreation, or the gym. Shorts may not be worn over sweatpants.

Sunglasses: May be worn outside only, unless medical authorization dictates otherwise.

Coats, Hats, Gloves & Scarves: May be worn outside only as weather appropriate. When arriving at a destination, these items must be hung in designated areas. In the housing unit, these items will be stored in cell.

Gang Insignias or Colors: Gang insignias or gang colors are prohibited at all times, in all areas. Those displaying hairstyle, dress, activities, or other ways that identify them with a gang will be subject to disciplinary action.

Grooming

Haircuts: You may request a haircut once every 30 days by submitting a DOC-761 Interview Information Request to the Recreation Department. Please indicate free time (not during work or school) on the request. The request will be returned informing the requestor of the date and time of their scheduled haircut.

Only barbers may cut hair in the RGC Barbershop. No Security Threat Group-related styles, sculpted designs, lines, numbers, letters or symbols. Any shaving of the head must be of the entire scalp. Please refer to DAI Policy 309.24.01 Personal Hygiene and Hairdressing for more information.

Hair braiding: Hair braiding will only be allowed from front to back of the head or side to side. Standard parts are acceptable; no zigzags will be permitted. No partial braiding of the hair is allowed.

Hair braiding is only permitted in a designated bathroom area between the hours of 6:00 p.m. – 9:20 p.m. Requests to use the bathroom for this purpose must be submitted to the second shift sergeant, who will coordinate access. A limit of two individuals (one giving, one receiving hair braiding) are permitted in the bathroom at any given time, utilizing one plastic dayroom chair in the process. You must reside on the same housing unit wing to participate in this activity together. Hair braiding will also be allowed in courtyards with staff permission during courtyard hours. You must be from the same housing unit to participate in this activity together.

Fingernails: Must be clipped at all times, with the length not to exceed the tip of the finger.

Personal Hygiene: It is expected to maintain personal hygiene by showering a minimum of two times per week. Those whose personal hygiene present a health risk to others, or is deemed offensive to others may result in disciplinary action.

Health and Safety

Reporting Injuries: It is required to report all injuries, no matter how minor, immediately to staff in the area in which it occurred.

Reporting Safety Concerns: If you become aware of a safety concern, please report such to area staff immediately to ensure proper corrective action can be taken.

Blood/Bodily Fluids/Infectious Diseases: This institution operates on the principle of universal precautions. Blood and body fluids are assumed to pose a risk to health. Individuals should keep in mind that personal behaviors and activities could expose them to blood borne pathogens. If exposed, please advise staff immediately.

Co-Pay: You will be required to pay a \$7.50 co-payment charge for all initiated health care contacts (including dentistry and optometry). Please refer to DAI 316.00.01 Co-payment for Health Services for more information.

Sick Call: You will be called to HSU in response to a DOC-3035 Health Services Request based on medical staffs' assessment of urgency. You will always see a nurse before referral to an Advanced Care Provider (ACP).

Lay-in & Sick Cell: Those requesting lay-in shall report each day to their work/school assignments to request lay-in from their assignment supervisor. Please refer to DAI Policy 309.55.02 Lay-In and Sick Cell Status for more information.

Controlled Medication Distribution: Controlled medication will be distributed four (4) times daily: AM, NOON, PM, and HS (bedtime) by security staff. The schedule for these distribution times will be posted on the housing units.

Certain medications will be distributed by nurses.

The MOS sergeant will announce when those in general population should report to the Health Services Unit (HSU) for prescribed medications. Some medication orders may require delivery at times other than the standard medication delivery schedule. You will be advised individually by HSU staff if you are to receive medications at alternate times.

Delivery of Medications: It is required to take medication only as prescribed. You are expected to bring concerns about your medication to the attention of HSU staff using a DOC-3035 Health Services Request. Concerns may not be raised during medication line.

If requesting controlled medications at unscheduled times this will be addressed individually. As needed medication (PRN) is time-dependent as prescribed.

Staff will observe those taking their medication and will direct them to open their mouth, to verify consumption. Medication must be taken with a state-issued cup of water. The empty cup must be shown to staff after swallowing the medication.

Those taking medication(s) at MOS during HS (bedtime) pill line will receive one package of crackers upon request.

Re-ordering Medication: Requests for medication refills are your responsibility. When five to seven days of the current supply remain, complete form DOC-3035C Medication/Medical

Supply Refill Request. Complete the form with full name, DOC number, housing unit and medication name. Those in general population may place the form in the HSU boxes located on the housing units. Those in restrictive housing status may place the DOC-3035C in the envelope provided and give it to an officer. Refill requests should be sent to HSU Sunday through Thursday; limit requests on weekends. Please be aware of the prescription expiration date on all controlled medications and notify HSU when they are less than a month from the prescription expiration date if you believe the medication must be renewed.

Non-Controlled Medication: Medication will be distributed to you to retain in your cells. Medications must be maintained in a locked locker, in the original container or packaging, and with the original labeling. You are responsible for requesting refills of non-controlled medications through HSU.

Expired Medications or expired prescriptions: Medication must be returned to HSU. Place the medication in the HSU mail box on the housing units. Those in possession of expired medication may be subject to discipline.

Dental Services: Those seeking dental services must submit a yellow DOC-3392 Dental Request Form. Dental requests are reviewed and scheduled in priority order as determined by the dental staff. If you have immediate dental needs to be addressed, and the dental staff is not available, contact HSU.

Medical Restrictions/Authorization/Equipment: All medical equipment issued by HSU may be used only as directed by HSU. Misuse of medically issued items may result in confiscation and/or discipline.

Upon arrival at RGCI, medical staff will review your file. When it is medically necessary, HSU will issue a DOC-3332B Medical Restrictions/Special Needs form documenting any restrictions/authorizations or equipment to be applied at RGCI.

Medical restrictions, authorizations and/or equipment approved at another institution will be reviewed upon intake at RGCI to determine if the restriction, authorization or equipment is medically required at this facility.

If you believe a medical need has not been addressed you may submit a DOC-3035 Health Services Request listing that need.

Equipment Ownership: Equipment purchased by the Bureau of Health Services for the use while incarcerated may not be sent home when you are released or paroled with the following exceptions:

*Glucometers

*Artificial limbs

*Artificial eyes

*Hearing aids and eye glasses

Medical Alert Wristband: Those with chronic medical conditions (as determined by HSU) are provided the option to wear DOC-issued medical alert wristbands. Those with qualifying

conditions may contact HSU via a DOC-3035 Health Service Request to request a wristband. HSU visits for the purpose of placement/removal of the wristband are exempt from co-pay. You may not alter the wristbands in any way and must contact HSU using a DOC-3035 if they wish to have a wristband removed. The wristband may be worn at all DOC facilities.

Epi-Pens: Prescribed Epi-pens will be available for those with a documented need. Pens are located at sergeants' stations and work assignments. Epi-pens are patient specific with your name and number on the label.

Inhalers / Nitroglycerin: You are permitted to possess your prescribed emergency inhaler and/or nitroglycerin at all times, to include work, school, recreation and transportation. During visits and transportation, staff will maintain the inhaler/nitroglycerin, making it available for use as needed. Those in restrictive housing are permitted to retain this medication in their cells unless determined otherwise by security director, HSU Manager, and ACP jointly.

Dietary Restrictions: Most dietary concerns can be met by self-selecting from the available menu options. HSU may order special diet trays for those with varied medical conditions requiring modifications. If you are found to be ordering canteen items that are not appropriate for the diet, or if documentation supports violation of the special diet, it may be discontinued.

Right to Refuse Medication/Treatment: You have the right to refuse medication or treatment without consequence. However, those in general population are required to report to HSU as scheduled where they may exercise their right to refuse medication or treatment. Failure to report to HSU as scheduled may result in discipline.

Those who choose to refuse pre-scheduled off-grounds appointments may do so before the day of the appointment. On the day of the appointment, you must refuse the off-site provider in person. Last minute refusal at time of transport will not be accepted at RGCI, unless a medical reason is verified. See also DAI Policy 500.30.54 Informed Consent and Right to Refuse Treatment.

Mail and Property

Mail

Please refer to DAI Policy 309.04.01 Mail for information mail.

Letters to **staff** should be addressed to:

Staff Name
Redgranite Correctional Institution
PO Box 900
Redgranite, WI 54970-0900

Letters to ***persons in our care*** should be addressed to:

Name (DOC Number)
PO Box 925
Redgranite, WI 54970-0925

Funds for ***persons in our care*** should be addressed to:

Name (DOC Number)
Access Corrections Secure Deposits –
PO Box 12486
St. Louis MO 63132

UPS deliveries should be addressed to:

Name (DOC Number)
1006 County Road EE
Redgranite, WI 54970

Return address:

Name (DOC Number)
Redgranite Correctional Institution
PO Box 925
Redgranite, WI 54970

Incoming letters and funds must be addressed as illustrated above because use of the street address will delay mail processing at the Post Office.

Packages must be addressed as illustrated above (1006 County Road EE) because UPS will not deliver to a P.O. Box address.

It is your responsibility to ensure that family and friends know these addresses. When sending out a package, it is important to inform the Property Department whether the recipient is a residence or business address. Failure to do so may result in an error charge from UPS. All order forms must be completed accurately. UPS will charge an additional fee if the wrong address is listed, which will be deducted from your account.

Property

You are responsible for your own property and any property issued to you by RGCI. You will be held accountable for securing personal and state-issued property and for maintaining the condition of the property. You are also responsible for complying with the rules regarding allowable property. This includes ensuring you do not exceed the allowable limits of property in your possession. Please refer to the following policies regarding property for more information:

DAI 309.20.03 Personal Property and Clothing

DAI 309.61.02 Religious Property

Programs & Services

Hobby

You may participate in approved hobby activities in accordance to DAI Policy 309.20.03 Personal Property and Clothing. Please review this policy for more information.

Library

The RGCI Library is located in the Rockview School. You are scheduled to go to library by housing unit. Please see schedule posted on your assigned housing unit.

Photocopy services are available in the Library. Those in general population must present photocopy requests in person. Those in Restrictive Housing may mail their requests. Please see the RGCI Facility Procedure 900.504.04a General Population Library Services for specific information on the operation of this area.

Notary Services

Notary Services will be provided by the librarian. Please submit a DOC- 761 Information Interview Request to the librarian. Please see the DAI 300.00.56 Notary Services policy for specific information about this service.

Recreation

You are scheduled to go to either recreation or library by housing unit. Recreation options include one of the following based on weather conditions:

- Gym
- Outdoor Rec/Rec field
- Weight Room

Please see RGCI Facility Procedure 900.504.03 Recreation for specific information on the operation and rules for recreation.

Religious Services

Please see DAI Policy 309.61.01 Religious Beliefs and Practices for specific information regarding the religious services provided at RGCI.

Please complete a DOC-1090 Religious Preference form, or have one on file, before participating in religious services, studies or other activities. You may only attend religious programming consistent with that stated preference, unless the activity is considered to be inter-faith.

A chaplain is employed at RGCI who will provide non-denominational religious consultation as time permits. You may contact the chaplain by submitting a DOC-761 Information Interview Request. During times of personal crisis, please contact unit staff, who will contact the chaplain, if on site.

You may change your religious preference only once every six (6) months. To request a change before six (6) months please submit a written request to the chaplain stating the reason for request.

Most dietary preferences can be accommodated by self-selecting from the menu. You may request a religious diet by completing a DOC-2167 Religious Diet Request and submitting it to the chaplain. Please see DAI Policy 309.61.03 Religious Diets for more information. If you are found to be ordering canteen items that are not appropriate for the diet, or if documentation supports violation of the special diet, it may be discontinued.

Funeral Videotape Viewing

If you experience the death of a close family member you may be permitted to view a recording of the funeral services for up to one hour in the chapel. Please refer to DAI Policy 309.00.08 Death Bed and Memorial Visitation within a Facility for more information.

Veterans Services

A Veterans Affairs representative/counselor visits RGCI periodically to assist any veterans on issues related to benefits, status, and other military service matters. They can provide information about available services upon release for employment assistance, personal counseling, vocational training, etc.

The Veterans Affairs representative visit will be announced in the Rock Report. Veterans wishing to meet with this representative must submit a DOC-761 Information Interview Request to the Program Services office operations associate. You may also write to the Veterans Administration in Madison. This address is available from the library upon request.

Psychological Services Unit (PSU)

PSU: A psychological services staff member is assigned to each housing unit. The role of clinical services is to address psychological issues, which include crisis intervention, clinical monitoring, and psychological evaluations for RC/parole board, facilitating treatment groups, and providing individual assistance through an interview or written response. Short-term problem focused counseling may be available based on PSU's assessment. Please submit a DOC-3035B Psychological Service Request (a green, 2-ply form) to the unit psychological services staff to request assistance and consultation, specifying the nature of their concern. Those who believe

that they are having a psychological crisis that needs immediate assistance should contact unit staff, who will contact an available PSU staff member.

File Review: Those who wish to review their files must complete a DOC-1163A Authorization for Use and Disclosure of Protected Health Information (PHI) form. This form should be submitted to the PSU office operations associate along with a DOC-3035B Psychological Services Request.

Psychiatric Services: There are limited psychiatric services available at RGCI. These services are provided through the Health Services Unit. Those who currently receive psychiatric medications or who are under the care of the psychiatrist can write directly to the psychiatrist using the DOC-3035 Health Services Request (a blue 2-ply form). Those who have concerns about their psychiatric medications or other questions should write to the psychiatrist directly. Follow-up visits to the psychiatrist are scheduled by HSU. Those who are not currently under the care of a psychiatrist will be reviewed by PSU to facilitate the best course of action.

Reclassification Committee

RGCI classification specialists are assigned to RGCI, but employed by Bureau of Offender Classification and Movement (BOCM). As such, they operate under the direction of the BOCM director; the Warden has limited authority in this department.

The classification specialists coordinate scheduled reviews of custody classification and institution placement. Regular classification hearings are conducted in accordance to DOC Administrative Code 302 at least once every twelve-month period.

There are two (2) types of reviews, as follows:

- Scheduled Reclassification (RC) hearings occur in accordance with regular scheduled recall date.
- Early RC hearings are held only when a significant change in circumstances occur affecting custody and/or placement. You may submit a DOC-2212 Early RC Hearing Request to your social worker. The classification specialist will determine if an early review is appropriate.

For scheduled and early reviews, the assigned social worker will document your adjustment, program assignments and other relevant factors and make a recommendation regarding institution placement and custody level.

You have the option to waive the RC hearing appearance. If you disrupt the RC hearing or refuse to attend, the hearing will continue without your presence.

The classification review may be suspended to investigate or acquire information affecting custody classification institution placement and/or program assignment. The conclusion of this hearing may exceed the twelve (12) month period.

Following the hearing, you will receive a copy of the Reclassification report in the institution mail from the classification office.

You have a right to appeal the procedural errors that occur and decisions that are made during the classification hearing by submitting a completed DOC-1292 Request for Review of A&E or Program Review Action to the Director of the Bureau of Offender Classification & Movement, P.O. Box 7925, Madison, WI 53707. Requests for review of decisions may be made only if you believe that the decision was based on erroneous information.

You are responsible to communicate with your social worker when changes occur which could affect your classification. Please send a DOC-761 Interview/Information Request form to the classification specialists to address issues regarding your custody classification, future institution placement, and program assignments.

Records Office

Records Office staff are responsible for calculation of all parole eligibility dates (PED), mandatory release (MR)/extended supervision dates, and maximum discharge dates, including all adjustments to these dates based on additional sentences or sentence modifications. Those who wish to petition the courts for sentence adjustment under §.973.195, should follow the procedure available in the library. The record office staff schedule all parole appearances and coordinate releases in conjunction with your assigned social worker.

Record office staff also maintains all social service and legal files. The records supervisor is also designated as the open records custodian for these files, and as such, any requests for information from these files must be reviewed by this person. (Note that information regarding medical, educational, or psychological files must be reviewed in those respective departments.)

Parole Commission

Record office will coordinate appearances from the Parole Commission as statutorily required for all. You will be advised of your upcoming appearance by your social worker, who will be responsible for submitting your parole plan and information on your adjustment and program participation to the Parole Commission. The dates of parole hearings will be announced as scheduled via the Rock Report. Please refer to Administrative Code 302 for more information.

Legal Assistance for Institutionalized Persons

LAIP is an educational program in which University of Wisconsin students learn to practice law by assisting those in our care under the supervision of a trained attorney and faculty member. LAIP provides free legal assistance in most Wisconsin prisons on certain criminal and civil law issue sentence modifications and appeals (divorce, custody issues).

LAIP will not provide help on the following topics:

- Prison disciplinary issues
- Suits against the institution or staff (i.e. “conditions of confinement” suits)
- Civil lawsuits seeking money damages against other parties.

LAIP information and applications are available in the library. Those who wish to apply should complete the “Application for Legal Assistance” form and mail it directly to the address indicated on the form.

Visits

Visiting Hours

- Monday – Friday: 2:15 p.m. – 8:45 p.m. (3 hour visits)
- Saturday, Sunday and holidays: 8:00 a.m. – 3:30 p.m. (2 hour visits)

The visiting week runs from Monday to Sunday. You are permitted three visits per week, only one of which may occur on the weekend (Saturday - Sunday).

Visiting Lists/Visiting Rule/Extra/Extended Visits/Professional Visits: Please refer to DAI Policy 309.06.01 Visiting.

Tele-Visits: Those who are in restrictive housing and those who have had “no contact” visiting restrictions imposed will visit via tele-visiting. Please refer to the Visiting Policy for more information. Tele-visits are limited to one hour in length due to space restrictions.

Visiting Room Photographs: A photographer will be available to take photos during regular visiting hours. Those who have not received a visit within the past 60 days may have their photo taken by submitting a request to the visiting room sergeant.

Work & Program Assignments

Work Assignments

A complete list of institution work assignments will be posted in the housing units and the RGCI Library. (The RGCI Library will maintain a binder of all position descriptions.) You may apply for a position by completing DOC-2118 Offender Work Application, and submitting it to the third shift sergeant. The sergeant will ensure that you are eligible for this assignment, that you meet the educational and physical requirements of the job, and that there are no mandatory program/education conflicts, before submitting it to the appropriate work supervisor. Any application not submitted to the work supervisor will be returned to you by the unit sergeant, with an explanation of why it was not submitted.

Work supervisors may interview applicants and explain the job expectations and work rules. If you are selected for a position, the work supervisor will complete a DOC-1408 Work/Program Placement Form and forward it to payroll. When payroll completes the placement, a copy will be distributed to the work supervisor and you.

All positions and assigned pay ranges are reviewed and recommended in accordance to DAI Policy 309.55.01 Compensation Plan. All positions are limited to 40 hours per week. Every attempt shall be made to consistently use those in involuntary unassigned status for situations requiring additional hours to be worked, including emergency situations.

Program Assignments-Education

There are educational programs available to those who have identified educational needs, ranging from adult basic education to an HSED (high school equivalency diploma) program.

DAI has a mandatory education policy; educational needs take priority over employment. If you have an identified education need, you will be required to meet this need prior to getting an institution work assignment. The only exception to this is those who are unable to enroll in school due to space limitations and are placed on the school waiting list. In this case you may be employed, but will be required to begin the school program when it becomes available. If you refuse to enroll in school you will be placed in voluntary unassigned status. For more information on these programs and enrollment, please write to the Education Department.

Pay

Pay periods will be posted on each housing unit. Pay deposited into your account will be reflected on the monthly account statement. You will not receive a receipt from this deposit. Questions regarding pay should be addressed to the work or program supervisor.

The following is the hourly pay rate for an eight-hour day, pursuant to DOC Administrative Code 309.55:

• VOLUNTARY UNASSIGNED	\$.00/HOUR
• INVOLUNTARY UNASSIGNED / SICK CELL	\$.05/HOUR
• RANGE 1	\$.12/HOUR
• RANGE 2	\$.19/HOUR
• EDU/PROGRAMS	\$.15/HOUR
• RANGE 3 (WORK ASSIGNMENT)	\$.26/HOUR
• RANGE 4	\$.35/HOUR
• RANGE 5	\$.42/HOUR

Involuntarily Unassigned Status & Work Waiting Lists

Unfortunately, the number of those housed at RGCI is greater than the number of work and school assignments available at this institution. Therefore, there will be those who are willing to work, but are unable to do so because there are no available positions. These individuals will be identified as involuntarily unassigned, and will be paid \$.05 per hour for 40 hours per week. This is the status that everyone will be placed in upon arrival until they are assigned to a work or program assignment. Those in this status are paid because they are expected to complete unit or institution work when directed to do so.

Voluntary Unassigned Status (VUNA)

Those who refuse to accept an institution school/program assignment, quit a job without pre-approval from the work supervisor, or are negatively removed from a school/program or work assignment, will be placed in voluntary unassigned status, for which there is no pay. Voluntary unassigned individuals will not be permitted to attend recreation or library periods during morning or afternoon periods. You will be required to remain in this status for 90 days and must request removal from this status by sending a request to the department that placed you into VUNA status. Requests for acceptance into school or programming while in VUNA status will be reviewed on a case-by-case basis.

Removal from Assignments

The decision to remove an individual from his work or program assignment rests with the work/program supervisors. Job appeals may be directed to the department head within ten days of the job removal via DOC-761 Interview / Information Request. If dissatisfied with the response from the department head, you may submit a complaint through the ICRS. Please see DAI 309.00.01 Work Placement policy for more information.

Additional Information You Need to Know and Where to Find it

The following references contain the rules at Redgranite Correctional Institution that must be followed while working or living at the facility. All of these references are available for review in the RGCI Law Library. These references are listed in order of authority:

Wisconsin State Statutes

Contain laws by which all government agencies and citizens are governed.



Wisconsin Administrative Code Chapters

Further defines the law through directives for Wisconsin Department of Corrections.



DAI Policies and Procedures

Provide additional specification for the application of Administrative Code Chapters within the Division of Adult Institutions.



Non-Confidential Redgranite Facility Procedures

Provide information and guidelines about specific functions in this institution.



Redgranite Inmate Handbook

Provide institution specific rules and information.



Restrictive Housing Inmate Handbook

Provide rules and information regarding the restrictive housing unit.

Handbooks: The RGCI Handbook will be distributed upon intake. You will be responsible for returning the handbook to the intake Social Worker during orientation. All handbooks will be available in Spanish.

Copies of handbooks will be made available for check out on the units and from the institution library. You may purchase a copy of the handbook if you would like a permanent copy.

Rule Changes: Changes to the rules and references above will be posted on the bulletin boards in the housing units and library, and included in the Rock Report.

Responsibility: You are responsible for reading and understanding the rules in this handbook, RGCI and DAI policies, other applicable handbooks, Administrative Code and posted notices to ensure compliance with the rules of the institution. You will be held accountable for all rules. Failing to know the rules is not a defense for violating the rules.

The Rock Report: An informational publication entitled the Rock Report will be posted on the bulletin boards in the housing units and library. This document will contain information regarding the institution's activities and programs, various announcements, and available work assignments. The Rock Report is also broadcast on the RGCI TV Channel.

Institution Channel: RGCI will provide institution information and presentations, along with religious, educational and other programming opportunities on our institution channels.

DAI Handbook References – General Population

Accounts (funds)	28 USC 1915 – Proceedings in Forma Pauperis [Federal Prison Litigation Reform Act (PLRA)]
	38 USC 5301 – Nonassignability and Exempt Status of Benefits (As it Pertains to Deductions from Veterans Administration Benefits)
	Wisconsin Statutes s. 301.30 – Inmate wages, allowances, and release payments
	Wisconsin Statutes s. 301.31 – Wages to prisoners
	Wisconsin Statutes s. 301.32 – Property of prisoners, residents, and probationers
	Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners
	Wisconsin Statutes s. 302.13 – Preservation of property an inmate brings to prison
	Wisconsin Statutes s. 303.065(5) – Work Release Deductions
	Wisconsin Statutes s. 304.074 – Reimbursement fee for persons on probation, parole, and extended supervision
	Wisconsin Statutes Ch. 767 – Actions Affecting the Family
	Wisconsin Statutes Ch. 769 – Uniform Interstate Family Support Act
	Wisconsin Statutes Ch. 814 – Court Costs, Fees, and Surcharges
	Wisconsin Statutes s. 973.042 – Child Pornography Surcharge
	Wisconsin Statutes s. 973.043 – Drug Offender Diversion Surcharge
	Wisconsin Statutes s. 973.045 – Crime Victim Witness
	Wisconsin Statutes s. 973.046 – Deoxyribonucleic Acid Analysis Surcharge
	Wisconsin Statutes s. 973.05 – Fines
	Wisconsin Statutes s. 973.055 – Domestic Abuse Assessments
	Wisconsin Statutes s. 973.06 – Costs
	Wisconsin Statutes s. 973.20 – Restitution
	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA)
	Wisconsin Administrative Code Ch. DCF 150 – Child Support Percentage of Income Standard
	Wisconsin Administrative Code Ch. DOC 303 – Discipline

	<p>Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates</p> <p>Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen purpose.</p> <p>Wisconsin Administrative Code s. DOC 309.465 – Crime victim and witness assistance surcharge</p> <p>Wisconsin Administrative Code s. DOC 309.466 – Release Account Funds</p> <p>Wisconsin Administrative Code s. DOC 309.48- Procedure for inmate requests for disbursements of inmate account funds</p> <p>Wisconsin Administrative Code Ch. DOC 310 – Inmate Complaints</p> <p>Wisconsin Administrative Code Ch. DOC 316 – Medical, Dental, and Nursing Co-payment Charges</p> <p>Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release</p> <p>Wisconsin Administrative Code s. DOC 328.047 – Collection of supervision fee or monitoring fee</p>
2017 WI Act 89 Requests	<p>Wisconsin Act 89 – An Act to renumber and amend 302.27; to amend 20.410 (1) (ab); and to create 302.27 (2) of the statutes; related to work release for inmates in the Department of Corrections Contracted facilities.</p> <p>Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>
ADA	<p>Americans with Disabilities Act of 1990, as amended, <u>42 USC Ch. 126</u>, Subch. II, Public Services ADA Amendments Act of 2008 (P.L. 110-235)</p> <p>Code of Federal Regulations, <u>28 CFR Part 35</u>, Nondiscrimination on the Basis of Disability in State and Local Government Services</p>
Canteen	<p>Wisconsin Statutes s. 301.27(2) – Vending Stands</p> <p>Wisconsin Statutes s. 302.386(3) (b) – Medical and Dental Services for Prisoners and Forensic Patients</p> <p>Wisconsin Administrative Code s. 309.20 – Personal Property</p> <p>Wisconsin Administrative Code s. 309.45 – Inmate Funds and Canteen – Purpose</p> <p>Wisconsin Administrative Code s. 309.52 – Canteen</p> <p>Wisconsin Administrative Code s. 316.04 – Copayment</p>
Classification	<p>Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact</p>

	Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners Wisconsin Statutes s. 302.185 – Transfer to foreign countries under treaty Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Compensation (I/M)	Wisconsin Statutes Ch. 302 – Prisons; State, County and Municipal Wisconsin Administrative Code s. DOC 303.11(6) – Temporary Lockup: use Wisconsin Administrative Code s. DOC 308.04(12)(g) – Administrative Confinement Wisconsin Administrative Code s. DOC 309.55 – Compensation Wisconsin Administrative Code Ch. DOC 313 – Prison Industries
Complaints (I/M)	WI Administrative Code 303 – Discipline WI Administrative Code 310 – Complaint Procedures
Contraband	Wisconsin Administrative Code Ch. DOC 303 - Discipline
Count	Wisconsin Administrative Code Ch. DOC 306.06 – Inmate Count
Digital Legal Materials	Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases)
Discipline (I/M)	Wisconsin State Statutes s. 53.11 or 53.12 1981 Stats Wisconsin State Statutes s. 302.113(3) – Release to extended supervision for felony offenders not serving life sentences Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code Ch. DOC 304 – Inmate Secure Work Program DNA Collection Wisconsin Statutes s. 165.76 – Submission of human biological specimen Wisconsin Statutes s. 973.047 – Deoxyribonucleic acid analysis requirements
Education	Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment
ERP Programs	Wisconsin Statutes s. 302.045 – Challenge Incarceration Program Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program

Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision

HSU Access to Care Wisconsin State Statutes s. 301.03 General Corrections authority

National Commission on Correctional Health Care, Standards for Health Care in Prisons, P-A-01, 2014

HSU Co-Payments Wisconsin State Statutes s. 301.03 General Corrections authority

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care
Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review

Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients

Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge

Hygiene/Hair Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene

Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene

Interstate Transfers Wisconsin Administrative Code s. 303.28 – Disobeying Orders

Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication

Lay In / Sick Cell

Wisconsin Administrative Code s. DOC 309.55 – Compensation
Wisconsin Administrative Code Ch. DOC 316 – Copayment

LEP

Federal Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency
Federal Title VI, 42 U.S.C. s. 2000d, et seq
28 C.F.R. s.42.104

Law Library

Wisconsin Statutes s. 809.19 – Rule (Briefs and appendix)
Wisconsin Administrative Code s. DOC 303.70 – Minor Penalties
Wisconsin Administrative Code s. DOC 303.72 – Major Penalties and Schedule of Penalties
Wisconsin Administrative Code s. DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying
Wisconsin Administrative Code s. DOC 309.155 – Legal Services

Legal Loans	Wisconsin Statutes s. 301.32 – Property of Prisoners, Residents, and Probationers Wisconsin Statutes s. 301.328 – Judgment for Litigation Loans to Prisoners and limitations on Litigation Loans to Prisoners Wisconsin Statutes s. 809.30 – Rule (Appeals in s. 971.17 proceedings and in criminal, Ch. 48, 51, 55, 938, and 980 cases) Wisconsin Statutes s. 809.32 – Appellate Claims (Rule-No merit reports) Wisconsin Statutes s. 809.62 – Rule (Petition for review) Wisconsin Statutes s. 814.29 – Security for costs, service and fees for indigents Wisconsin Statutes s. 893.82(5) – Claims Against State Employees; Notice of Claim Limitations of Damages Wisconsin Statutes s. 971.17 – Commitment of persons found not guilty by reason of mental disease or mental defect Wisconsin Statutes s. 973.195 – Appellate Claims (Sentence Adjustment) Wisconsin Statutes s. 974.06 – Postconviction Procedure Wisconsin Statutes s. 974.07 – Appellate Claims (Motion for post conviction DNA testing for certain evidence) Wisconsin Administrative Code s. DOC 309.04(3) – Inmate Mail Wisconsin Administrative Code s. DOC 309.155 – Legal Services Wisconsin Administrative Code s. DOC 309.49 – Disbursement of General Account Funds Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying Wisconsin Administrative Code Ch. DOC 310 – Complaint Procedures
Library	American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336 American Library Association (ALA) – Library Bill of Rights American Library Association (ALA) – Freedom to Read Statement American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992) Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate mail Wisconsin Administrative Code s. DOC 309.05 – Publications
Mail	Wis. Stat. §19.31 Wisconsin Administrative Code s. DOC 303.09 – Seizure and Disposition of Contraband

	Wisconsin Administrative Code s. DOC 303.49 – Unauthorized use of the mail Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 306.02(9) – Emergency definition Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.45 – Inmate funds and canteen – purpose Wisconsin Administrative Code s. DOC 309.51 – Funds for legal correspondence and copying
Marriages	Wisconsin Statutes s. 46.066 – Freedom of Worship; religious ministrations Wisconsin Statutes Ch. 765 – Marriage Wisconsin Statutes Ch. 767 – Actions Affecting the Family Wisconsin Administrative Code s. DOC 309.06 – Visitation Wisconsin Administrative Code s. DOC 309.08 – Visiting List Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practices
Meals	Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 379.16 – Food and Liquids
Medications	66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140 Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-05 -- Medication Administration Training Standards for Health Services in Prison, National Commission on Correctional Health Care, 2008, Pharmaceuticals P-D-01 and Medication Services, P-D-02
Name Changes (I/M)	Wisconsin Administrative Code s. DOC 303.35 – False Names and Titles
Notary Services	1997 Wisconsin Act 133 – State Prison Litigation Reform Act (PLRA) Wisconsin Statutes s. 20.919 – Notary public Wisconsin Statutes s. 244.61 – Wisconsin statutory power of attorney for finances and property Wisconsin Statutes s. 706.07 – Uniform law on notarial acts

	Wisconsin Statutes s. 782.04 – Petition; contents Wisconsin Statutes s. 893.82(5) – Claims against state employees; notice of claim; limitation of damages
Observation Placements	Wisconsin Statutes Ch. 51 – State Alcohol, Drug Abuse, Developmental Disabilities and Mental Health Act Wisconsin Administrative Code Ch. DOC 311 – Observation Status
Phone Calls	Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls
Incl. Atty and International	Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
PREA	34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Programming	Wisconsin State Statutes s. 301.03 General Corrections authority Wisconsin Administrative Code s. 302.13 - Program Need
Assignment	Wisconsin Administrative Code s. 302.14 – Program Enrollment
Property	Wisconsin Administrative Code s. DOC 309.02(16) – Pornography Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.40 – Clothing Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
PSU Access	Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-E-05 – Mental Health Screening and Evaluation
Religious Practices, Property and Diets	Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons Wisconsin Statutes s. 301.32 – Property of prisoners, residents and probationers Wisconsin Statutes s. 301.33 – Freedom of worship; religious ministration

	Wisconsin Statutes s. 302.375 (2m) – Use of wine in a religious service in a prison, jail, or house of correction Wisconsin Administrative Code Ch. DOC 303 – Discipline Wisconsin Administrative Code s. DOC 303.35 – False names and titles Wisconsin Administrative Code s. DOC 309.02 – Definitions Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail Wisconsin Administrative Code s. DOC 309.05 – Publications Wisconsin Administrative Code s. DOC 309.10 – Special Visits Wisconsin Administrative Code s. DOC 309.20 – Personal Property Wisconsin Administrative Code s. DOC 309.23 – Food Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice Wisconsin Administrative Code s. DOC 309.23 – Food
Room Cleanliness	Wisconsin Administrative Code s. 303.56 – Dirty Assigned Living Area
Searches	Wisconsin Administrative Code s. 306.15 – Periodic Search of Entire Institution Wisconsin Administrative Code s. 306.17 – Search of Inmates Wisconsin Administrative Code s. 309.20 – Personal Property <u>Wisconsin Statutes s. 973.047</u> – Deoxyribonucleic acid analysis requirements 34 U.S.C. §30301 Prison Rape Elimination Act of 2003. 28 C.F.R § Part 115, <i>et seq.</i> National Standards to Prevent, Detect and Respond to Prison Rape
Sex Offender Notification	Wisconsin Statutes s. 301.45 – Sex Offender Regulations Wisconsin Statutes s. 301.46 – Sex Offender Community Notification Law
Social Media Use (I/M)	Wisconsin Administrative Code s. 303.28 – Disobeying Orders Wisconsin Administrative Code s. 303.34 – Unauthorized Forms of Communication
Urinalysis Testing	Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs

	<p>Criminal Justice Drug Testing Act May 1990</p> <p>Wisconsin Administrative Code Ch. DOC 303 – Discipline</p> <p>Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates</p> <p>Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings</p>
Work Assignments	<p>Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates</p> <p>Wisconsin Administrative Code Ch. DOC 313 – Prison Industries</p>
Visiting	<p>Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmate</p> <p>Wisconsin Administrative Code s. 306.18 – Search of Visitors</p> <p>Wisconsin Administrative Code s. 309.02 – Definitions</p> <p>Wisconsin Administrative Code s. 309.06 – Visitation</p> <p>Wisconsin Administrative Code s. 309.07 – Conduct During Visits</p> <p>Wisconsin Administrative Code s. 309.08 – Visiting List</p> <p>Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates</p> <p>Wisconsin Administrative Code s. 309.10 – Special Visits</p> <p>Wisconsin Administrative Code s. 309.11 – No-Contact Visiting</p> <p>Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges</p>
Voting	<p>Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors</p> <p>Wisconsin State Statute 301.03(3a) – General Corrections Authority</p> <p>Wisconsin State Statute 973.09(4m) - Probation</p> <p>Wisconsin State Statute 973.176(2) - Voting</p> <p>2005 Wisconsin Act 451 – Relating to Administration of Elections</p>
DAI Handbook References – Additional References for Minimum Security Facilities	
Community Service	<p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p> <p>Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision</p>
Offsite Authorization	<p>Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates</p> <p>Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions</p>

	Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Project Crew	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Work and Study Release	Wisconsin Statutes s. 303.065 – Work Release Plan for Prison Inmates Wisconsin Administrative Code s. DOC 303.72 – Major penalties Wisconsin Administrative Code s. DOC 303.80 – Contested major disposition Wisconsin Administrative Code s. DOC 303.81 – Contested major disposition: waiver of due process hearing Wisconsin Administrative Code s. DOC 303.84 – Due Process hearing: witnesses Wisconsin Administrative Code s. DOC 309.50 – Segregated Account Funds Wisconsin Administrative Code s. DOC 309.52 – Canteen Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release Wisconsin Administrative Code s. DOC 324.13 – Process for termination of work and study release Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
DAI Handbook References – Additional References for Restrictive Housing Unit Handbooks	
Controlled Separation	Wisconsin Administrative Code s. 303.72 – Controlled separation
Disciplinary Separation	Wisconsin Administrative Code s. 303.71 – Major Penalty: disciplinary separation
Protective Confinement	Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions Wisconsin Administrative Code s. DOC 303.10 – Temporary Lockup; Use

Wisconsin Administrative Code s. DOC 303.73 – Major Penalty:
Disciplinary Separation

Wisconsin Administrative Code s. DOC 306.05 – Protective
Confinement

Restrictions/Sec Precautions Wisconsin Administrative Code 303 – Inmate Discipline

RHU Meal Restrictions Wisconsin Statutes s. 301.33 – Freedom of Worship: religious
ministration
Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs
and Practice

Temporary Lock Up Wisconsin Administrative Code s.303.10 – Temporary lock up: use

Conclusion

This handbook is not intended to be all inclusive. You should follow the direction of staff at all times. All individuals should be familiar all rules, DAI Policies, RGCI Procedures and DOC Administrative Code.